

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New
 ☐ OTR
 ☐ Sole Source
 ☐ Bid Waiver
 ☐ Emergency
 Previous Contract/Project No. N/A

Contract
☐ Re-Bid ☐ Other
 LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQET1200003
 TERM OF CONTRACT 2 YEAR(S) WITH 10 YEAR(S) OTR

Requisition /Project Title: ORACLE'S PEOPLESFT ENTERPRISE APPLICATION DATA ARCHIVING

Description: This solicitation is being issued to obtain a turnkey, County-hosted Data Archiving Solution for the County's implementation of Oracle's PeopleSoft Enterprise Financial Application that is capable archiving in excess of 310 gigabytes of data.

Issuing Department: ITD
 Contact Person: Beth Goldsmith
 Phone: 305 375-4417

Estimate Cost: \$350,000
 GENERAL FEDERAL OTHER
 Funding Source: Internal Service Funds

ANALYSIS

Commodity Codes:		<u>205</u>	<u>920-45</u>		
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:	\$	\$	\$		
Comments:					
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					
<u>RECOMMENDATIONS</u>					
	Set-aside	Sub-contractor goal	Bid preference	Selection factor	
SBE					
Basis of recommendation:					
Signed: <u>Beth Goldsmith</u>			Date sent to SBD: <u>December 28, 2011</u>		
			Date returned to DPM:		

REQUEST FOR PROPOSALS (RFP) No. 778

FOR

ORACLE'S PEOPLESOFT ENTERPRISE APPLICATION DATA ARCHIVING SOLUTION

2.0 SCOPE OF SERVICES

2.1 INTRODUCTION

Miami-Dade County, hereinafter referred to as the "County," as represented by the Miami-Dade County Information Technology Department, hereinafter referred to as "ITD," is soliciting proposals for a turnkey, County-hosted Data Archiving Solution, hereinafter referred to as the "Solution," for the County's implementation of the Oracle's PeopleSoft Enterprise Financial Application that is capable of archiving in excess of 400 gigabytes of data. The proposed Solution should include the ability to catalogue archived data and to restore data to a production environment. The selected Proposer shall be responsible for providing perpetual software licenses, training and implementation services as well as ongoing support and maintenance for the proposed Solution. It is anticipated that the proposed Solution will initially be utilized to archive data from the Financial Application and will be expanded later to archive data from the Human Resources (HR) Application.

2.2 BACKGROUND

The County currently uses Oracle's PeopleSoft Enterprise Applications (Applications) to meet various operational needs within the County, including the Financial and HR Applications. The County currently accumulates approximately 610 gigabytes of Financial and HR data on an annual basis and anticipates a significant growth in HR transaction data. There is currently no systematic solution in place to archive and catalogue the data generated by the Applications. It is anticipated that the County will maintain five years worth of current data within the Financial Application on Tier 1 Storage Area Network (SAN) storage media with three additional years worth of data will be archived on Tier 2 storage to allow for retrieval and review of data directly through the Applications. Two years worth of current data within the HR Application will be maintained on Tier 1 (SAN) storage media with three additional years worth of data will be archived on Tier 2 storage to allow for retrieval and review of data directly through the Applications. Financial data that is older than eight years and the transactional HR data that is older than five years will be archived on tape. The County currently has 310 gigabytes of data in the Financial Application and 300 gigabytes of data in the HR Application.

2.2.1 Current Environment

- **Database Environment**

The Applications run on IBM p6 Eclipses p695 using AIX 6.1, on Oracle Database Enterprise Edition 11g for the Financial Application. All file systems are stored on IBM Tier 1 (SAN) storage media.

- **Application Environment**

Miami Dade County is currently licensed for the following Applications:

1. Enterprise Financial Application version 8.8 being upgraded to 9.1 including the following modules:
 - Asset Management
 - Billing
 - Budgeting
 - Cash Management
 - Commitment Control
 - Contracts
 - Deal Management
 - Expenses
 - eProcurement
 - General Ledger

- Grants
 - Inventory
 - Payables
 - Program Management
- Project Costing
 - Purchasing
 - Receivables
 - Strategic Sourcing
2. Enterprise HR Application version 8.9 being upgraded to version 9.1 includes the following modules:
- Human Capital Management (HCM)
 - Payroll for North America
 - Benefits Administration
 - Talent Acquisition / Candidate Gateway
 - Time and Labor
 - Absence Management
- Discipline / Grievance Tracking
 - Workforce Management
 - Compensation
 - Workforce Learning (eLearning)
 - ePerformance

2.3 DESCRIPTION OF SOFTWARE/TASKS TO BE PROVIDED

The proposed Solution should be a turnkey, County-hosted software system that is capable of archiving County data from Oracle's PeopleSoft Enterprise Applications that includes archiving and cataloging functionality, as well as data restore functionality. The proposed Solution should be compatible with the current and future versions of the Applications in use at the County. The proposed Solution should include perpetual software licenses to accommodate the number of users in the current Application environment. The selected Proposer should be certified on Oracle's PeopleSoft software and IBM hardware to ensure the needed level of expertise for Solution implementation and ongoing support. The proposed Solution should be capable of interfacing directly through the Applications set forth in Section 2.2.1 to accommodate the use of role-based access and to seamlessly allow users the ability to view archived and production data through such interface. The proposed Solution should be capable of analyzing data and ensuring eligibility prior to archiving.

All licenses that may be required to access third party software are to be included with the proposed Solution. The County will not purchase licenses for third party applications which are integrated into the Proposed Solution. In the event that the proposed solution requires third party software licenses in order to meet the technical and functional requirements of this solicitation, during contract negotiations, the County reserves the right to leverage software license agreements that may be in place between any proposed third party software copyright holder and the entities included as "Users" for this solicitation, with the objective of reducing software acquisition or maintenance costs.

The proposed Solution will be used for archiving the following Oracle's PeopleSoft Financial Application Modules:

- Asset management
- eProcurement
- General Ledger
- Project Costing
- Purchasing
- Receivables
- Commitment Control
- Payables

2.4 MAINTENANCE SERVICES TO BE PROVIDED

The proposed Solution must be of the most recent release and the selected Proposer shall provide maintenance services for the proposed Solution throughout the term of the contract. These services shall include updates and upgrades to the System to maintain compatibility with future County hardware and software infrastructure. Upgrades should be provided within 6 months at no additional cost to the County and should include any re-architecture or implementation cost associated with the support of the new release. Maintenance Services shall include corrections of any substantial defects, fixes of any minor bugs, and fixes due to any conflicts with mandatory operating system security patches as well as upgrades to new version releases. Non-production environments, such as testing and staging shall also be covered under Maintenance Services. Maintenance services may be provided via Remote Server Access to any County server either by Citrix SSL VPN, Encrypted Connection, or dedicated IP address; access will require prior approval from the County. Proposers should provide a detailed description of maintenance services to be provided in Item No. 20 of the Proposer Information Section.

2.5 TRAINING SERVICES TO BE PROVIDED

The selected Proposer shall provide on-site training on the proposed Solution using a train the trainer approach for a minimum of 50 people. Additional training shall be made available via on-line videos and resources on an ongoing basis throughout the term of the contract awarded as a result of this solicitation. Such resources may be made available via the existing Oracle User Productivity Kit (UPK). Proposers should provide a detailed description of training services to be provided in Item No. 19 of the Proposer Information Section.

2.6 TECHNICAL SUPPORT SERVICES TO BE PROVIDED

The County's preferred escalation process is outlined below:

Severity	Definition	Response Time	Resolution Time	Status Frequency Update
1=Critical	A major component of the System is in a non-responsive state and severely affects Users' productivity or operations. A high impact problem which affects the Users.	One (1) Hour	Four (4) Hours	One (1) Hour
2=Urgent	Any component failure or loss of functionality not covered in Severity 1, which is hindering operations, such as, but not limited to: excessively slow response time; functionality degradation; error messages; backup problems; or issues affecting the use of a module or the data.	Two (2) Hours	Eight (8) Hours	Two (2) Hours
3=Important	Lesser issues, questions, or items that minimally impact the work flow or require a work around.	4 hours	Seventy two (72) Hours	Four (4) Hours
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2.7 **IMPLEMENTATION SERVICES TO BE PROVIDED**

The selected Proposer shall be responsible for providing on-site installation and configuration services for the Solution. The selected Proposer shall be responsible for testing the Solution and insuring proper functionality prior to launching in the production environment. The County may require project start and implementation schedule flexibility as it is currently midstream in PeopleSoft 9.1 upgrade project. Proposers should provide a detailed description of implementation services and timeline in Item No. 17 of the Proposer Information Section.

2.8 **SYSTEM FUNCTIONALITY/SERVICES**

2.8.1 **General Technical Requirements/Services**

Proposers are required to complete the General Technical Requirements/Services table outlined in the Proposer Information Section, Item 15 indicating whether the proposed Solution meets, does not meet, or requires customization to meet the outlined requirements.

2.8.2 **Desired Technical Requirements/Services**

Proposers are required to complete the Desired Technical Requirements/Services table outlined in the Proposer Information Section, Item 15 indicating whether the proposed Solution meets, does not meet, or requires customization to meet the outlined DESIRED requirements. The requirements outlined are preferred by the County, but do not hold the same importance as the General Requirements.

2.9 **OPTIONAL PRODUCTS AND SERVICES**

Proposers are encouraged but not required, to offer Optional Products and Services to the County. All optional products and/or services must be included in Form B-1, Section C. Such optional products and/or services are not included in the evaluation of proposals and are to be contracted at the sole discretion of the County. It is the intention of the County to move forward with the purchase of the proposed Solution to complete the archiving of the HR Application upon availability of funds. Therefore, Proposers are **strongly encouraged** but not required, to complete Form B-1, Section C2.

It is anticipated that the proposed Solution will be used for archiving the following Oracle's PeopleSoft HR Application Modules:

- Time and Labor
- Absence Management
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- Payroll for North America

Walters, Vivian (SPEE)

From: Goldsmith, Beth (ISD)
Sent: Wednesday, December 28, 2011 9:42 AM
To: Walters, Vivian (SPEE)
Cc: Johnson, Laurie (SPEE)
Subject: RE: RQET1100005 - Project Update
Attachments: SBDinputRv12-28-2011.docx; RFP778scopeRV12-28-2011.docx

Good Morning Vivian,

Thank you for the update! I have attached the input document and the scope of services for your review. Please let me know if I can provide further assistance on this item.

Thank you!

Beth Goldsmith, CPPB

Procurement Contracting Officer 2

Procurement Management

Miami-Dade County

111 NW 1st Street, Suite 1300

Miami, FL 33128

P: (305) 375-4417, F: (305) 375-5688

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Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and are subject to disclosure.

From: Walters, Vivian (SPEE)
Sent: Tuesday, December 27, 2011 3:43 PM
To: Goldsmith, Beth (ISD)
Cc: Johnson, Laurie (SPEE)
Subject: RE: RQET1100005 - Project Update

Beth,

If this was just a case of change in project number you would not need to resubmit it; however, if the project is not advertised in the required **180 days** then it must be resubmitted. With the re-submittal, the new project number could be incorporated...

So yes, it must be re-submitted.

Regards,

Vivian O. Walters, Jr.

Contract Development Specialist II
Sustainability, Planning & Economic Enhancement Dept. (SPEED)
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, Fl 33128
walterv@miamidade.gov

☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160

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From: Goldsmith, Beth (ISD)
Sent: Tuesday, December 27, 2011 3:21 PM
To: Walters, Vivian (SPEE)
Subject: RQET1100005 - Project Update

Good Afternoon Vivian,

I hope you are enjoying a safe and happy holiday season. Project No. RQET1100005 was originated in May of 2011. I have attached the original worksheet for your reference. It was placed on hold in June before it was advertised due to budget issues. The project has now been taken off hold. Because we have passed into a new fiscal year, this has now been updated to Project No. RQET1200003. Can I proceed using the same worksheet, or does this item need to be resubmitted? Please advise.

Thank you!

Beth Goldsmith, CPPB

Procurement Contracting Officer 2
Procurement Management
Miami-Dade County
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